

## ADMINISTRATIVE ASSISTANT II

**Department:** Treasurer/Collector  
**Division:** N/A  
**Appointing Authority:** Treasurer / Collector

**Grade:** 8  
**Revision Date:** 11/19  
**Bargaining Unit:** C

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### **Definition:**

Responsible for clerical, administrative and accounting technical work in the operation of a collector / treasurer office within a municipal finance department; all other work that is logical to the position.

### **Supervision:**

Works under the direction of the Treasurer/Collector or designee.

Performs no supervisory duties. Works collaboratively with office personnel and city departments as necessary.

### **Environment:**

Duties are performed under typical office conditions. Operates computers, calculators and other standard office equipment. Noise levels are usually quiet to moderate.

Has frequent contact with citizens, employees, city departments, state agencies, outside vendors.

Has access to confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, grant(s) compliance as well as departmental policies, procedures and methods.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, lower standards of service for the city, or may cause legal or financial repercussions.

**Essential Functions:** (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Prepares monthly parking ticket commitment for Finance Director. Will be responsible for significant quantities of checks and cash. Must be able to make change accurately and responsibly. Responsible for proving cash drawer daily to posted work accounts.

Will post all payments received 'over the counter' and received by mail. Performance of duties will be on the current computer software program being utilized by the department within a windows environment,

and will be accurately posted to the property category and/or account. Will prove each batch of bills according to the protocol in effect.

Will be responsible for telephone and in-person inquiries, provide information or date or refer person(s) to supervisor; including possible extensive research on any customer disputed bill.

Will be responsible for adding fees on tax title accounts, record payments, and prepare statements for the Treasurer and Accountant; will be responsible for recording, processing, producing and mailing Municipal Lien Certificates.

Will be responsible for printing and processing sealed payroll checks for distribution; including direct deposit vouchers. Will be responsible for printing and mailing demand notices for all tax bills. Responsible for tracking demands and turning them over to the Deputy Collector as needed. Will also process turnovers provided by the Deputy Collector weekly.

Will also assist in reconciling tax balances quarterly with the Accountant. Will process direct debit payments through bank.

Will serve as back up for the Treasurer/Collector. In his/her absence they will be responsible for processing and funding weekly payroll and vendor payments. Will enter daily cash receipts in Quickbooks to keep balances up to date.

Will be responsible for recording and transmitting direct payments to the appropriate bank(s) for real estate and water and sewer bills on an as needed basis.

Will be responsible for preparing miscellaneous turnovers for checks received for the Treasurer/Collector. Prepares bill schedules for departmental expenditures.

### **Minimum Qualifications:**

**Education and Experience:** High School education, preferably with coursework in accounting, business or related field, Associates Degree preferred. Three years experience in an accounting or financial environment; preferably in a municipal environment; or, any equivalent combination of education and experience that enables performance of all aspects of the position.

**Knowledge, Ability and Skill:** Working knowledge of modern accounting techniques; considerable knowledge of standard financial office practices, working knowledge of municipal financial operations preferred; Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs, computer hardware and software applications; ability to work on and prioritize several on-going tasks. Must be detail oriented and be able to balance accounts accurately, efficiently and speedily.

Will demonstrate a working knowledge of pertinent laws and regulations applying to taxes, and have the ability to access information quickly and interpret it accurately.

Ability to interact in a positive, courteous and effective manner with other departments and the public using principles of good customer service, especially when interacting with disgruntled customers, attorneys or bank personnel. Ability to keep accurate and detailed records; must be positive, diligent and punctual; ability to work cooperatively with colleagues and supervisors. Must perform all aspects of job responsibilities with honesty and integrity.

**Physical Requirements:** Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements for this position include close vision for long periods of time and the ability to adjust focus.

**Special Requirements:** Must successfully pass CORI/ SORI checks.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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**Approved:**

EXECUTED 11/21/2019 AND ON FILE IN THE HR DEPARTMENT

\_\_\_\_\_  
Human Resources Director

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Date

Revision History: 7/00, 4/14, 11/19

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Mayor

\_\_\_\_\_  
Department Head

[Clerical Review\_\_\_\_\_]